



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - STUTTGART
UNIT 30401
APO AE 09107-0401

IMEU-STU-LA

26 OCT 2006

MEMORANDUM FOR Service Members and Civilian Employees of the USAG-Stuttgart

SUBJECT: USAG-Stuttgart Command Policy Letter # 41, Personal Use of Government Email and Internet Access

1. References:

- a. 18 U.S.C. 2510, The Electronic Communications Privacy Act.
- b. 18 U.S.C. 1030, Computer Fraud and Abuse Act.
- c. 5 C.F.R. 2635, Standards of Ethical Conduct for Employees of the Executive Branch.
- d. DOD 5500.7-R, The Joint Ethics Regulation (JER), 23 March 2006.
- e. AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005.
- f. AR 25-2, Information Assurance, 14 November 2003.
- g. AR 25-11, Record Communications and the Privacy Communications System, 4 September 1990.
- h. AE Supplement 1 to AR 25-1, Army Knowledge Management and Information Technology, 28 April 2006.
- i. AE Supplement to AR 25-2, Information Assurance, 30 June 2005.
- j. AE Regulation 25-22, Use of U.S. Government Telecommunications Systems for Health, Morale, and Welfare Purposes, 25 January 2006.

2. Government communications systems and equipment, including Government-owned computers, telephones, e-mail, internet systems, and blackberries, are for official use and authorized purposes only. Staff principals (LTC, GS-13, or higher) will develop and implement guidance that determines what purposes are appropriate and reasonable within the context of the organization's mission, resources and security requirements.

3. Authorized purposes include:

- a. Brief messages home while TDY to notify family of official transportation or schedule changes.
- b. Personal communications most reasonably made from the workplace when such communications:
 - (1) do not adversely affect performance of official duties;
 - (2) are limited to reasonable amounts of time and, when possible, to personal, non-duty time;
 - (3) serve a legitimate public interest;
 - (4) do not reflect adversely on the U.S. Government; and,
 - (5) do not result in significant additional costs to the Government or require system upgrade or expansion or overburden the communication system, and meet security considerations and requirements.

4. Deployed personnel and their family members may use Government telecommunications systems for morale purposes IAW AE Reg 25-22.

5. Unauthorized use of email and the Internet includes:

- a. Transmitting, storing, or copying obscene or sexually explicit information or pictures, e.g. pornography. This includes but is not limited to accessing, reading, downloading, and copying private or commercial information, web pages, shareware, and freeware from the Internet that is obscene, sexually explicit, illegal, or pornographic.
- b. Transmitting information that advertises or publicizes individual or non-Government groups that may gain a financial or competitive advantage or increased prestige.
- c. Transmitting or forwarding chain letters, personal announcements, or advertisement for the sale or solicitation of goods or services for personal gain.

6. Use of Government automation resources by an individual constitutes consent to being monitored. Unauthorized use of Government computers is considered abuse, and violators can face disciplinary (including UCMJ) and other adverse actions.

7. Current operations may necessitate the temporary elimination of the privilege of using Government computers for personal use to ensure maximum bandwidth is available.

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8. The point of contact for this policy is the Stuttgart Law Center, DSN 421-2567 / 2817.

A handwritten signature in black ink, appearing to read "Kenneth G. Juergens", with a stylized flourish at the end.

KENNETH G. JUERGENS
COL, OD
Commanding